

## Reminder: Unvented Heaters Not Allowed



In effect since July 1, OHFA no longer requests HUD waivers to approve unvented heaters, also known as ventless space heaters, of any kind.

This means any unvented space heaters previously approved by HUD must be removed.



A new Oklahoma fuel and gas code prohibits unvented heaters like the one above.

Last November, the State of Oklahoma adopted the 2009 International Fuel and Gas Code.

Section 621.2 of the Code prohibits the use of unvented heaters as the primary source of heat in a dwelling unit. OHFA began enforcing this code in early 2013.

Since unvented heaters are no longer allowed as a primary heat source in Oklahoma and owners must now install a vented or electric permanent heat source, OHFA has decided to strictly adhere to HUD Housing Quality Standards (HQS) and stop requesting HUD waivers to allow unvented heaters as a primary or secondary heat source for units subsidized under the Section 8 Housing Choice Voucher Program.



# News on 8

A Newsletter for Section 8 Rental Assistance Landlords and Tenants  
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## Single Father Works on Starting His Own Business

**B**obby Dunn's mother taught him to never run away from his responsibilities. So when things did not work out with the mother of his children, he decided to raise all six of them on his own.

Being a single father was tough, but it became nearly impossible when a health crisis prevented Bobby from working. He needed financial help and received it from OHFA's Section 8 Housing Choice Voucher Program.

"If I would have had a house payment, plus having a big family and single and without a job because of my double hernia, I really couldn't

**Bobby Dunn displays the types of items he wants to sell in his future novelty shop. He is currently working on a business plan for it.**

have done it," Bobby said.

Even when Bobby started working again, knowing his rent would be paid significantly reduced his financial worries. Instead, he focused on the well-being of his children.

Bobby enjoys fatherhood and helping his children with their school work.

"Being a father and a single man, I've seen my kids grow and learn to spell," he said. "That's from being there."

*(continued on page 3)*



## Contact List

Recertification Team 1 (405) 419-8166  
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Recertification Team 2 (405) 419-8167  
*Alphabet B,C,I,J,N,P,T,U, and Y* Fax: (405) 419-9167

Recertification Team 3 (405) 419-8168  
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Initial Certification Team (405) 419-8169  
 Fax: (405) 419-9169

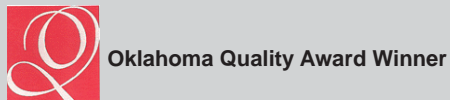
Preapp Status line 1-800-898-6432  
 or (405) 879-6365

Local Leasing line (405) 842-2471  
 Toll-free Leasing line 1-800-256-1489  
 Fax Number (405) 879-8822

Office Operations  
*Mary Hoock, Manager* (405) 419-8266  
*Ken Erb, Supervisor* (405) 419-8233

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*Kimberly Mills, Supervisor* (405) 419-8230

FSS/ Home Ownership Specialists  
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*Ryland Moore* (405) 419-8197  
*Sheila Calvin* (405) 419-8171



**OHFA's Administrative Plan for the Section 8 Housing Voucher Program may be viewed at [www.ohfa.org](http://www.ohfa.org) or at its central office by appointment.**

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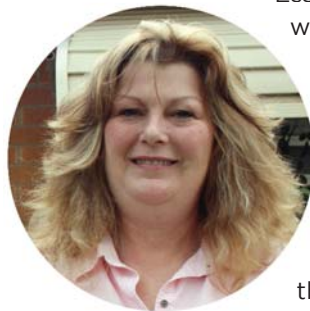
AA/EEO  
[www.ohfa.org](http://www.ohfa.org)



# Website Drives Business for Property Management Company

**K**nowing that people go online to search for rental properties, Tammy Carpenter, owner and broker of Home Team Realty, LLC, built a robust website for her property management company.

At [www.HomeTeamOK.com](http://www.HomeTeamOK.com), the public can view Home Team Realty's available properties, print a lease application form, and read its application procedures.



Essentially, the website drives Tammy's entire business by helping her find tenants for the 110 properties she manages and the 14 properties she owns.

***"I would say that 85 to 90 percent of our tenants find us through the Internet."  
 - Tammy Carpenter***

Almost all of them are located in the Midwest City and Del City areas.

"I would say that 85 to 90 percent of our tenants find us through the Internet," Tammy said.

Tammy also uses technology to take advantage of the traffic on other websites. Any time she adds a rental property to [www.HomeTeamOK.com](http://www.HomeTeamOK.com), it automatically gets added to 35 other websites, including the hugely popular real estate databases [www.Zillow.com](http://www.Zillow.com) and [www.Trulia.com](http://www.Trulia.com).

Home Team Realty's website also caters to its current tenants by allowing them to pay their rent online and to submit requests for repair.

In addition, the website offers owners information about its property management services.

While she continues to grow her



business, Tammy said she will decline an offer to manage a property if it's not in good condition or the owner won't pay to bring it up to a good condition.

"I'm not a slumlord," she stated.

After all, it's her reputation that gets put on the line, not the owner's.

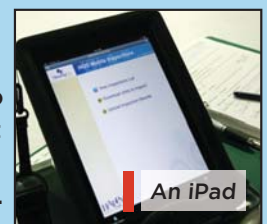
## New HQS Inspection Software Implemented

Landlords and tenants will soon see OHFA field agents using iPads to conduct faster and more efficient Housing Quality Standards inspections with a new software program called Mobile Inspections.

Launched in November, Mobile Inspections allow field agents to take photos of deficiencies found during an inspection.

The deficiency report, along with photos, can then be immediately emailed to tenants and landlords.

A valid email address must be provided to the field agent at the time of the inspection.



Providing a photo of a deficiency should help tenants and landlords better understand the deficiency so that it can be corrected quickly.

## Single Father Works... [CONTINUED]

Seven months ago, Bobby got laid off from Chesapeake Energy where he worked in construction. It was a job that helped to support his family, but Bobby never loved it.

His true passion is to own a novelty shop that sells home decor and African-American art and figurines.

To make his dream of starting a business come true, he now spends his days working on his business plan and working part-time for Coca-Cola in the evenings. His goal is to make enough money with his business that he will no longer need Section 8, and he can purchase his own home.



Bobby's figurines

## TOP 15 Items That Fail Housing Inspections



**A broken electrical outlet cover will cause a unit to fail an inspection.**

The HUD Housing Quality Standards (HQS) inspection protocol is required for all Section 8 Housing Choice Voucher Program units. The HQS inspection is required to be conducted and passed at the beginning of the tenancy and annually for the existence of the contract.

All inspections are conducted with the same deficiency criteria regardless of the type of inspection. The following list of deficiencies are those items that are cited the most by OHFA field agents statewide.

1. Windows that will not stay up on their own when raised
2. Smoke detectors that are missing or not operating properly
3. Damaged or missing weather-stripping around exterior doors causing air infiltration to the interior of the unit
4. Missing light bulbs causing light switches to not be confirmed as working properly
5. Damaged, severely cracked, bro-

ken, insecure or missing electrical outlet and light switch covers

6. Damaged and broken electrical outlets
7. Electrical outlets that are not properly grounded
8. Improper material or installation of water heater discharge lines
9. Defective interior and exterior painted surfaces (peeling, chipping, cracking, scaling and chalking),
10. Damaged/defective door hardware (striker plate, locking mechanism, hinges)
11. Stove not working properly (missing knobs and handles, defective element(s) and/or burner(s))
12. Windows that will not lock properly
13. Toilets not properly secured to the floor
14. Interior tripping hazards (loose and damaged tile, cords across floors, unsecured carpeting)
15. Damaged exterior building surfaces (damaged soffits, siding, wall and foundation vents)

To understand what field agents look for when conducting the HQS inspection, view the HUD Inspection Checklist Form 52580-A at <http://tinyurl.com/HUDchecklist>.

### Changes to Phone Number or Mailing Address

Please immediately notify OHFA in writing every time your mailing address or telephone number changes.

### Housing Assistance Payment Line

Report concerns or questions regarding rental assistance payments to (405) 848-1144, Ext. 2898. Leave a detailed message and a phone number where you can be reached.

### Listing of Available Rental Properties

Visit <http://ohfa.GOsection8.com> to view or list available units for free or call (866) 466-7328.

### Field Agents

- |   |   |
|---|---|
| • Chris Anderson<br><i>Floater Agent</i>  | • Philippe Jamet<br><i>Floater Agent</i>    |
| • Luke Brooks<br><i>East Oklahoma</i>     | • Steve Jett<br><i>East Oklahoma</i>        |
| • Senna Franklin<br><i>Floater Agent</i>  | • Sandy Lindsley<br><i>East &amp; NE OK</i> |
| • Christina Hines<br><i>Floater Agent</i> | • Debbie Mauldin<br><i>Floater Agent</i>    |
| • Jack Howell<br><i>East Oklahoma</i>     | • Shannon Ogle<br><i>SE Oklahoma</i>        |
| • Gary Kessinger<br><i>SW Oklahoma</i>    | • Dodie Pool<br><i>Floater Agent</i>        |
| • Corey King<br><i>Floater Agent</i>      | • Shawnta Ward<br><i>Floater Agent</i>      |
| • Rhonda Murrell<br><i>Floater Agent</i>  | • Judi Wright<br><i>Floater Agent</i>       |

## Important Dates

### 2013-2014 Holidays (Offices Closed)

November 28 & 29, Thanksgiving  
December 24 & 25, Christmas  
January 1, New Year's Day  
January 20, MLK, Jr. Day  
February 17, Presidents Day  
May 26, Memorial Day

### 2014 Landlord Meetings

November 6 - Oklahoma City  
November 13 - Tulsa

### 2013-2014 Rental Assistance Trainings (Staff Unavailable)

December 12, March 6, June 5,  
September 4 & December 4

### 2014 Family Self-Sufficiency/ Homebuyer Education Classes

March 29, June 21, September 13 &  
December 6

### 2014 Resident Advisory Board Meetings

February 28, May 30, August 29 &  
November 17

### 2014 Program Coordinating Committee Meetings

January 31, April 25, July 25 &  
October 31



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## SEE WHAT'S INSIDE!



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**Field Agents Begin Mobile Inspections**



**Website Drives Business for Landlord**



**Top 15 Items That Fail Housing Inspections**

P.O. Box 26720  
Oklahoma City, OK 73126  
[www.ohfa.org](http://www.ohfa.org)

Presort Standard  
U.S. Postage  
Paid  
Permit No. 2000  
Okla. City, OK

## Section 8 Waiting List Now Closed

The waiting list for OHFA's Section 8 Housing Choice Voucher Program closed October 1, 2013. Applications are no longer being accepted. OHFA will publish a notice on its website [www.ohfa.org](http://www.ohfa.org) when the waiting list re-opens.

## Disaster Relief Jobs Could Lead to Permanent Employment

Individuals can help with Oklahoma's disaster recovery effort while earning an income.

Central Oklahoma Workforce Investment Board has received a grant from the U.S. Department of Labor to provide disaster relief in Canadian, Cleveland, Hughes, Lincoln, Okfuskee, Oklahoma and Pottawatomie.

The primary purpose of the National Emergency Grant is to restore public infrastructure and services so regular business and employment activities can

continue. That means temporary paid position for up to six months are available that can easily lead to permanent employment.

These jobs offer several advantages like OSHA-10 training and Smart Work Ethics training. They will also look great on a resumé and can serve as a job reference.

In some cases, help with transportation, childcare, and safety equipment and clothing can be provided.

What jobs are available? They include:

1. Rehabilitation of buildings, roads and highways;
2. Clearing and collection of debris;
3. Warehousing of donated materials and supplies and help with the distribution;
4. Staffing support to organizations engaged in humanitarian efforts

To get started, visit any Oklahoma Workforce office or call (405) 727-7444 and say you want to go to work on the National Emergency Grant.

